

ARTICLE 13

ORIENTATION OF EMPLOYEES

1. Management shall inform all new employees that the Union is the exclusive representative of employees in the Bargaining Unit and provide a copy of the written designation of Union officials (see Article 5.1c). When the Union supplies Management with a Union packet, Management will provide it to new employees during their first 30 days. All applicable subordinate agreements that apply to the Bargaining Unit may be included in the packets.
2. The national online New Employee Orientation shall include an item in the supervisor/employee checklist related to discussing labor organizations. The linked material will include:
 - a. General information about Labor rights in the Federal sector.
 - b. Information about the Bargaining Units in the Forest Service.
 - c. Links to the Albuquerque Service Center, Human Resource Management Web site, the Master Agreement, the National Federation of Federal Employees-Forest Service Council Web site, and the SF-1187 payroll deduction form.
3. Upon request, Management will give the appropriate level of the Union a list of all employees added to the Bargaining Unit for the period requested.
4. Where practical to do so, supervisors will arrange to introduce new employees to a local Union official.
5. Discussions held with new Bargaining Unit employees where working conditions are discussed may constitute formal meetings (See Article 5.4).
6. The Union will be granted a period of time to speak at group orientation sessions that are held for employees. Such time will normally not exceed 1 hour, although additional amounts may be negotiated at the appropriate level.

The Union will receive a reasonable notice at least 7 days prior to local sessions and at least 30 days prior to regional or national sessions.

7. Further details of Union participation in the orientation process may be negotiated at the appropriate level.